

**Alaska Court System
Class Specification**

COURT SUPERVISOR I

Range: 12

EEO4: 06

SOC: 11-9199

Class Code: C4321

Definition:

Under general supervision, the Court Supervisor I serves as an assistant supervisor of one or more large departments within the trial courts. Incumbents serve as a lead worker in the trial courts and assist with the day-to-day supervision of the work unit.

Distinguishing Characteristics:

Positions in the Court Supervisor series serve as supervisors or assistant supervisors of organizational units within the trial courts. Court Supervisors are delegated supervisory responsibility for clerical, technical, and paraprofessional positions in the court system. The level of supervision exercised is an important distinguishing characteristic and is an integral part of the duties and responsibilities of positions allocated to this class series. Supervision of staff is the primary distinction between positions in the Court Supervisor series and positions in the Deputy Clerk series.

The Court Supervisor I is the assistant supervisor of one or more departments in a large court where work units are organized and defined by specialized functions. Work units typically consist of 10 or more Deputy Clerk positions. Incumbents are responsible for a portion of the overall supervisory duties and function as the department supervisor when necessary. Training is a primary duty of a Court Supervisor I.

The Court Supervisor I is distinguished from the Court Supervisor II by the designation of the Court Supervisor II as the sole supervisor of a small department, or the assistant supervisor of a large In-Court Department consisting of at least 10 Deputy Clerk III positions. A Court Supervisor II serving as an assistant supervisor is assigned substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Duties require either a working knowledge of multiple court functions or detailed knowledge of one function (criminal, civil, traffic, etc.). Incumbents must be able to analyze facts and apply the policies, rules and procedures to situations not previously encountered. Duties require working independently toward general results, devising new methods, modifying or adapting standard procedures to meet new situations.

Duties require training and experience to: apply statutes, regulations, rules, and prescribed practice; select the appropriate rule or procedure; and make decisions that normally have a higher consequence of error. Incumbents must make difficult or complex decisions within the scope of the applicable policies and procedures, and be able to use independent judgment in so doing.

Supervision Received: Court Supervisors I receive general direction from a Court Supervisor III or other supervising authority. Routine detailed work is rarely reviewed. Supervision and evaluation are based on the overall production and efficiency of the functions and staff supervised by incumbents in this classification.

Supervision Exercised: Court Supervisors I assist in the recruitment, training, and evaluation of subordinate staff. Responsible, independent judgment is exercised in these functions.

Examples of Duties:

Assist in the supervision of trial court activities within a designated department such as customer service, civil, criminal, in-court, accounting, traffic, or probate.

Plan, assign, and review the work of subordinate employees. Establish daily work priorities and schedules. Monitor the daily workflow. Ensure that standards for accuracy and processing are met within the deadlines established in statute, regulation, rule, or procedure.

Assist in the selection and training of employees. Interview, hire, train, evaluate, and discipline subordinate employees. Draft interim and annual performance evaluations in advance of the due date; discuss ratings with employee; forward for supervisory review and approval. Review and approve leave requests.

Produce regular and ad hoc reports for court managers.

Function as an assistant supervisor performing the more complex work of the unit as well as administrative and supervisory duties.

Perform the job duties of subordinates as necessary to maintain workflow during absences or peak workload.

Evaluate established policies and procedures. Recommend and implement changes in work procedures. Develop new policies and procedures to meet the changing needs of the court. Prepare, maintain, and update procedural manuals and resource materials.

Answer inquiries in writing, in person, and over the phone from judges, attorneys, and the general public concerning specific cases and/or general court policies and/or court procedures.

Perform other related duties as assigned by the department supervisor.

Knowledge, Skills, Abilities:

A Court Supervisor I requires knowledge of:

- Legal terminology and court procedures.
- The structure and function of the Alaska Court System.
- The Rules of Court, Alaska Statutes, and Clerk's Manual.

- The principles of supervision, management, and training.
- Standard business correspondence, including English grammar, composition, spelling and punctuation.

A Court Supervisor I requires skill in order to:

- Operate standard and specialized office software and database applications.
- Apply and interpret court rules, policies, and procedures.

A Court Supervisor I requires the ability to:

- Follow oral and written instructions, organize and assign work to subordinates.
- Instruct, supervise, and evaluate employees.
- Analyze situations and take prompt, effective action.
- Gather and analyze data; reason logically and accurately, and draw valid conclusions.
- Look beyond the limits of standard practices, procedures and policies to successfully solve clerical, procedural and technical problems.
- Convey information, orally or in writing, to a variety of individuals in simple, understandable, and precise terms.
- Work cooperatively with others and gain their respect and confidence.
- Work effectively under pressure.
- Function with a high degree of initiative, independence, and discretion.
- Comprehend written material and interpret and apply rules and instructions.
- Make accurate mathematical computations.
- Conduct research and prepare clear and concise reports.
- Provide technical assistance to deputy clerks.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND two years of office clerical work experience AND the ability to type at least 40 words per minute (net).

Substitutions:

Additional office clerical work experience will substitute for the high school diploma or GED certificate on a year-for-year basis.

Completion of 72 semester credit hours or 96 quarter credit hours of coursework from an accredited college will substitute for the two years of required office clerical work experience.

Completion of an appropriate vocational training course of study such as legal secretary, paralegal, or office skills will substitute for the required office clerical work experience on a month-for-month basis.

09/06 - Original, WPA
08/10 – Revised
02/14 – Remove MQQ’s
08/14 – Revised MQ’s